

# **User Guide**

## **Section 8.4**

### **Tariff Rates**

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# Cotton Online Processing System

## Section 2.7 Tariff Rates

### A. Introduction

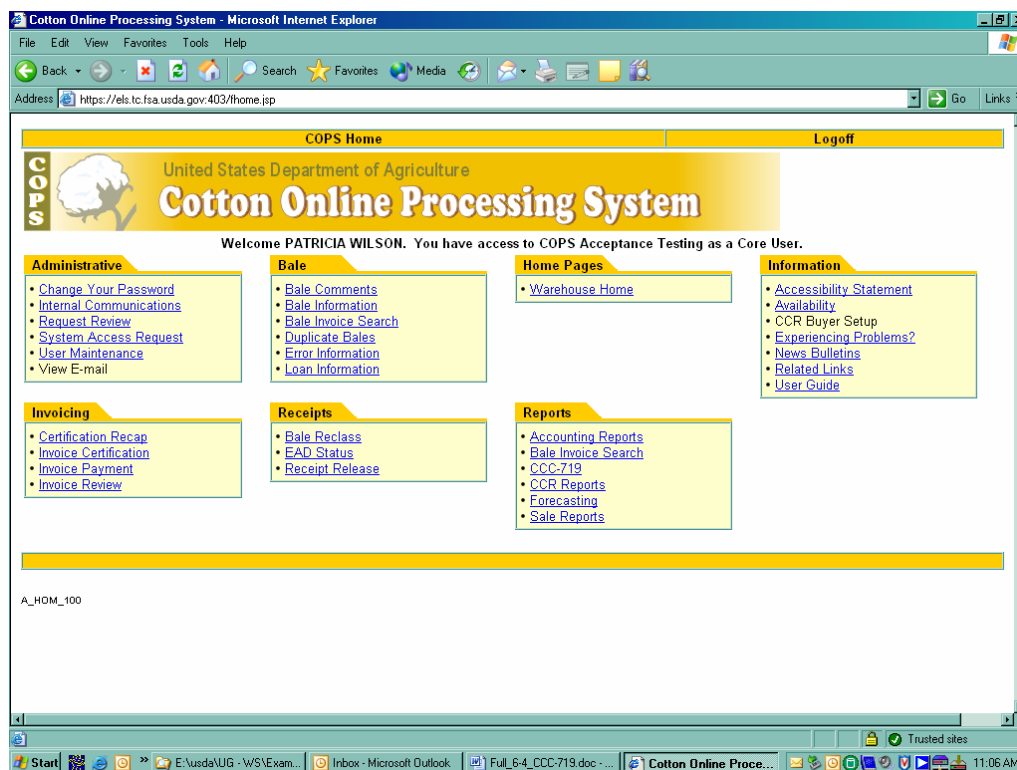
The "Tariff Rates" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate Tariff Rates report dynamically in a PDF (Portable Document Format– see <http://www.adobe.com/products/acrobat/main.html>). The PDF shows warehouse's the all rate for all rates for the specified crop year Tariff rates and effective dates. Access to this link is for all.

### B. Screens

#### 1. Home Page (A\_HOM\_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

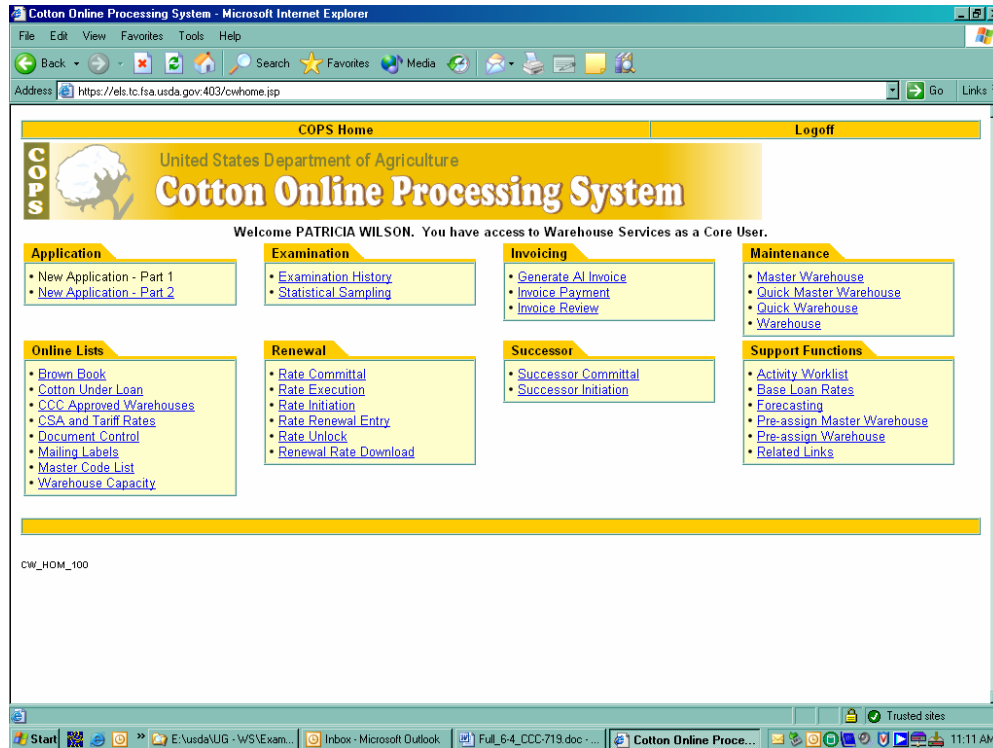
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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## 2. Warehouse Services Home Page (CW\_HOM\_100)

When the Warehouse Home option under the Home Pages heading is selected, the Warehouse Services Home page is displayed.



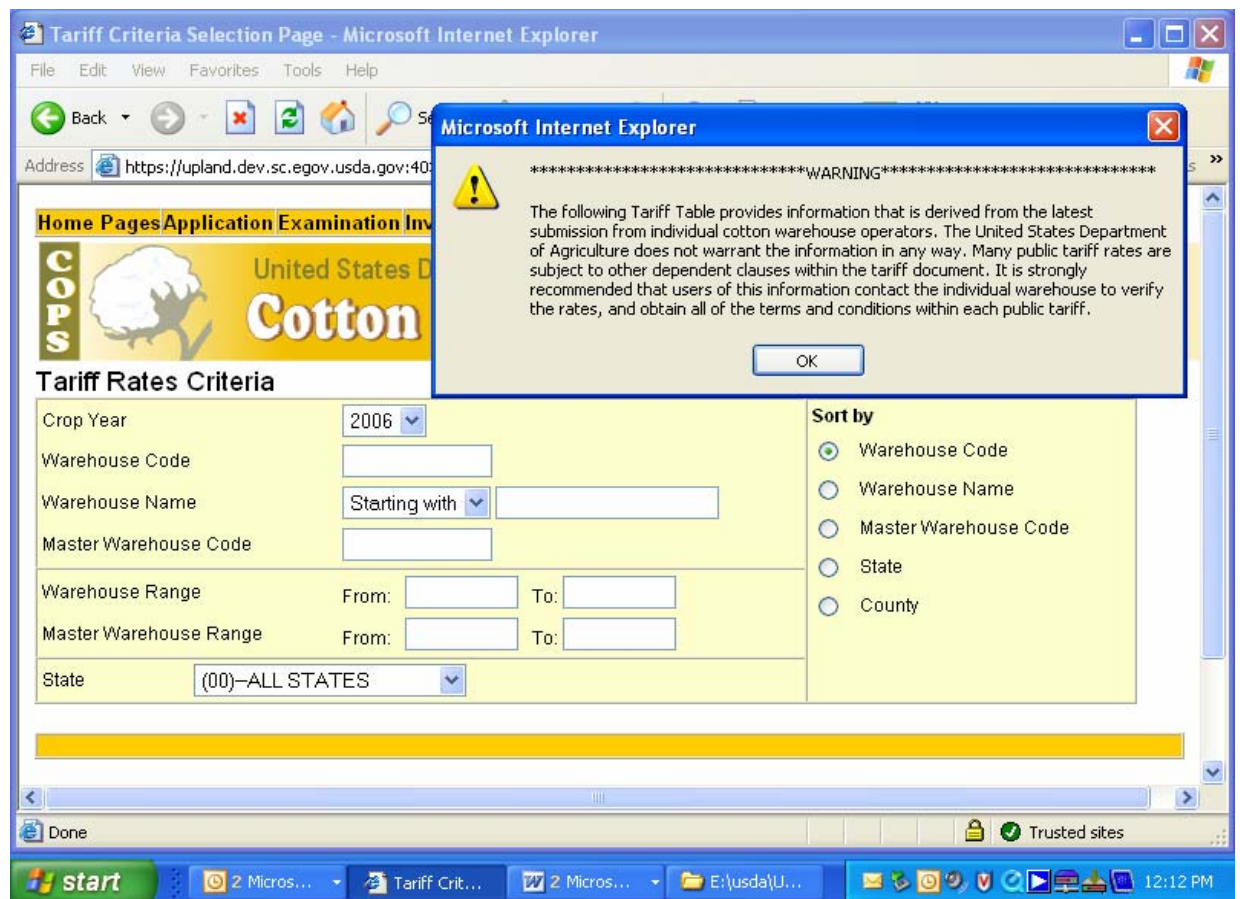
### 3. Tariff Rate screen (WS\_OLIST\_900)

When the Tariff Rate option under the Reports heading is selected the Tariff Rate Criteria page appears. A warning pop up appears, click OK. Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state. Click Generate Report.

If All data is desired do not enter any criteria, Click Generate Report.

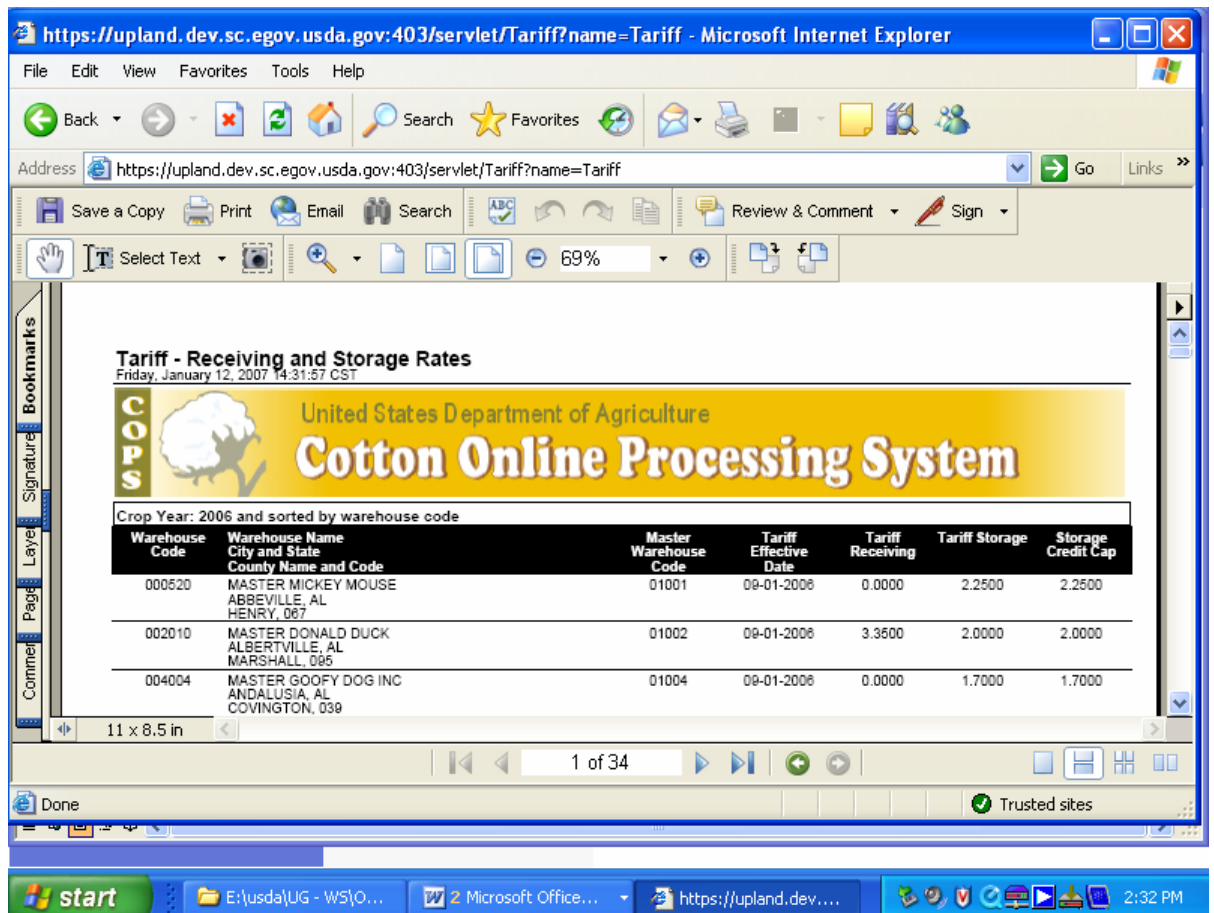
Select the radio button for the sorting option required for the Tariff Rate Report PDF.

If no data was found, the “no records were generated based upon your criteria selection” page will be displayed.



## 4. Tariff Rate Report PDF

The Tariff Rate Report which is a PDF will appear. The Tariff Rate Report will display the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties. If there is no criteria selected then the report will be populated with all warehouses for ever state and county. All Tariff rates for the specified crop year will be shown on the report. The Tariff effective dates will be shown in MM-DD-YYYY format. A final control break line will display after the last warehouse showing the number of states and number of warehouses on the PDF. If no report records were found based upon the criteria entered, the “no records were generated based upon your criteria selection” page will be displayed.



**Tariff - Receiving and Storage Rates**  
Friday, January 12, 2007 14:31:57 CST

**COPS** United States Department of Agriculture  
**Cotton Online Processing System**

Crop Year: 2006 and sorted by warehouse code

Warehouse Code	Warehouse Name City and State County Name and Code	Master Warehouse Code	Tariff Effective Date	Tariff Receiving	Tariff Storage	Storage Credit Cap
000520	MASTER MICKEY MOUSE ABBEVILLE, AL HENRY, 007	01001	09-01-2006	0.0000	2.2500	2.2500
002010	MASTER DONALD DUCK ALBERTVILLE, AL MARSHALL, 005	01002	09-01-2006	3.3500	2.0000	2.0000
004004	MASTER GOOFY DOG INC ANDALUSIA, AL COVINGTON, 039	01004	09-01-2006	0.0000	1.7000	1.7000

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### C. Tariff Rate Report Access Instructions

Step	Action	Results
1.	Selects Warehouse Home link under the HOME PAGES tab on the COPS Home page.	Displays the Warehouse Services Home Page.
2.	Selects Tariff Rate Book link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the Tariff Rate Criteria page with a warning pop up.
3.	Click OK on the warning pop up	Displays the Tariff Criteria page.
4.	Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state.	Displays the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties.
5.	If a state was selected from the state download, then a county may be selected.	Displays the entered data on the page.
6.	Select the radio button for the sorting option required for the CSA and Tariff Rate Report PDF.	The radio button will show selected based upon the sort option clicked.
7.	Click GENERATE button	COPS creates the CSA and Tariff Rate Report PDF based upon the data entered. If no data was found, the “no records were generated based upon your criteria selection” page will be displayed
8.	Click CLEAR button.	COPS clears the data entered on the criteria page and resets the values back to the default values.

### D. CSA and Tariff Rate Report PDF Access Instructions

1.	Navigate through the PDF using the Acrobat paging and scrolling features.	The Tariff Rate Report PDF is scrolled forward and backward.
2.	Return to the Tariff Rate Criteria page using either the BACK button available via Internet Explorer or Netscape.	The Tariff Rate Criteria page is displayed.



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### E. Function Tables for Screens

#### 1. Home Page (CW\_HOM\_100) Screen Functions

Selection	Description
Tariff Rates	Link to the Tariff Rates Report process. The Tariff Rates screen will be opened.
Command Buttons	Functions
<i>None</i>	

#### 2. Tariff Rates Criteria (WS\_OLIST\_900) Screen Functions

Selection	Description
Crop Year	Enter a specific crop year.
Warehouse Code	Enter specific warehouse code.
Warehouse Name	Enter a warehouse name either by starting with a specific letter containing a specific letter.
Master Warehouse Code	Enter specific master warehouse code.
Warehouse Range	Enter a Warehouse range that may contain a “from and to”, “to” or “from” warehouse code(s).
Master Warehouse Range	Enter a Master warehouse range that may contain a “from and to”, “to” or “from” master warehouse code(s).
State	Select a State from drop down box.
Sort By	Select from warehouse code, warehouse name, master warehouse name, state or county. Gives the option of how report will be sorted.
Command Buttons	Functions
Generate Report	Creates the Tariff Rate Report PDF based upon the data entered.
Clear	Clears the data entered on the criteria page and resets the values back to the default values.

### 3. Tariff Rate Report (PDF) Report Functions

Selection	Description
Warehouse Code	Unique six digit identifying number used to identify warehouses assigned by Kansas City Commodity Office.
Warehouse Name, City and State County Name and Code	Name of warehouse as shown on Electronic Warehouse Receipt and main location
Master warehouse code	Unique five digit identifying number used to identify the legal entity of the Master warehouse
Tariff Effective Date	Date warehouse public tariff is effective in Cotton Storage Agreement
Tariff Receiving	Receiving rate listed on public tariff
Tariff Storage	Storage rate listed on public tariff
Storage Credit Cap	Rate used to calculate storage credits
Number of States	Aggregate count of how many States are included on total report
Number of Warehouse	Aggregate count of how many Warehouse are included on total report number
<b>Command Buttons</b>	<b>Functions</b>
none	

## Cotton Online Processing System

### F. History / Revision Log

Version #	Date	PSR #	By	Description
2.7	01/12/2007		J.Reagan	New option for User Guide for new CWS menu option to show warehouse information in PDF report form.